

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: PROGRAM SUPERVISOR III –
Box Factory Plant Manager

SALARY GROUP: B19

DEPARTMENT: Manufacturing, Agribusiness and Logistics Division-Texas Correctional Industries

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Billy Hirsch DATE: 12/03/2021

POSITION #: 024589

I. JOB SUMMARY

Performs complex administrative and supervisory program work. Work involves establishing program goals and objectives; developing program guidelines, policies, and procedures; developing schedules, priorities, and standards for achieving program goals; evaluating program activities; developing budget requests; coordinating program activities; and supervising the work of others. Works under general supervision with moderate latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Oversees activities of staff within the Box Factory; plans, implements, coordinates, monitors, and evaluates the operations and activities in the manufacture of cardboard products; and conducts inspections and reviews to ensure compliance with agency policies and procedures and state and federal laws, rules, and regulations.
- B. Participates in the development of program goals and objectives; develops and recommends program guidelines, policies, procedures, rules, and regulations; and conducts special investigations and program analyses and recommends improvements.
- C. Reviews and evaluates raw material requirements; reviews records for machinery and equipment repairs, equipment and supply inventory, and order points and quantities; oversees the installation of new machinery and equipment; prepares program budget requests; and prepares and oversees the preparation of program correspondence and productivity reports.
- D. Confers with staff on program issues and problems to identify and implement solutions; coordinates training programs for employees and inmates; and maintains liaison with staff, agency management, and outside consumers.
- E. Supervises the work of others; and provides technical assistance in the program area.
- F. Maintains security of tools, machinery, and equipment; responds to emergency situations; performs various correctional and custodial support functions; and assists in maintaining security of assigned inmates.

* Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

1. Graduation from an accredited senior high school or equivalent or GED.
2. Three years full-time, wage-earning experience in the manufacture of cardboard products

or

six years full-time, wage-earning experience in any production or manufacturing operation.

Thirty semester hours from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE) may be substituted for each year of experience on a year-for-year basis for a maximum substitution of two years.
3. One year full-time, wage-earning experience in the supervision of employees or inmates.
4. Correctional custody or law enforcement experience preferred.

B. Knowledge and Skills

1. Knowledge of quality control and inspections in manufacturing processes.
2. Knowledge of production and workflow procedures.
3. Knowledge of methods and procedures for box manufacturing and equipment preferred.
4. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
5. Skill to communicate ideas and instructions clearly and concisely.
6. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
7. Skill to interpret and apply rules, regulations, policies, and procedures.
8. Skill in administrative problem-solving techniques.
9. Skill to plan work in order to meet established guidelines.
10. Skill to coordinate and supervise various manufacturing production lines simultaneously.

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11. Skill to review technical data and prepare technical reports.
12. Skill to develop and evaluate administrative policies and procedures.
13. Skill to supervise the work of others.
14. Skill in the use of machinery and equipment in the assigned area preferred.

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs and ladders, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry 15-44 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, dry atmosphere, excessive or intermittent noise, constant noise, dust, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, calculator, copier, fax machine, paper cutters, cardboard slotter machines, box forming equipment, stapling machines, glue machines, telephone, dolly, and automobile.